

6-29-1917

Board of Trustees Meeting Minutes 1917-06-29

Bowling Green State University

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Proceedings, Trustees Bowling Green Normal College

June 5

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Diploma in Music

Winifred Louise Barr
Ernestine Ducat
Ethelyn N. McGill
Jacie M. Sargent

Gladys Luella Siggins
Luluvene Jenifer Swan
Pauline Barbara Ward
Lillian Marie Witte

Candidates for Diplomas, and Degree, August 3, 1917

(Graduation dependent upon completion of Summer Term.)

Diploma in Elementary Education

Ethel L. Atkinson
Grace Bearss
Elvena Blasey
Myrtle C. Houston
Florence Gertrude Kutz

Miriam Pisor
Alice Margaret Roth
Mabel Stewart
Mary Loretta Sugrue
Bessie I. Todd

Diploma in Home Economics

M. Esther Sullivan

Degree--Bachelor of Science in Education

Margaret L. Grant

Moved by Shatzel and seconded by Collins that the Board accept Dr. Williams' invitation and that the Board hold a meeting after the Commencement Exercises, if a meeting is necessary; otherwise, that the next meeting of the Board be held on Friday, June 29, 1917, at 10 o'clock A. M. All members present voted aye. Motion declared carried.

Meeting adjourned.

Attest: J. Shatzel Secretary

E. H. Ganz President

Bowling Green, Ohio, June 29, 1917

Minutes of meeting of Board of Trustees of Bowling Green State Normal College held in the administrative office of the Board, on Friday, June 29, 1917.

Members present: President E. H. Ganz, Vice President J. E. Collins, and F. E. Reynolds. Absent: Treasurer J. D. McDonel and Secretary J. E. Shatzel. President of the College, Dr. Williams, also present.

Mr. Reynolds was chosen to act as Secretary pro tem.

The reading of minutes of previous meeting dispensed with.

Louis Brandt, of Cleveland, Ohio, present, on invitation of the Board, to submit a contract for preparation of plans for landscape work on Normal College grounds. After general discussion the following contract was agreed upon, to-wit:-

June 23rd, 1917.

Agreement between the Board of Trustees of the Bowling Green State Normal College, Bowling Green, Ohio, and Louis Brandt, Landscape Architect, Cleveland, Ohio.

The Board of Trustees hereby commissions Louis Brandt to prepare studies, plans, specifications, reports, and estimates in connection with the landscape development of the college grounds.

The landscape architect will prepare studies and evolve a plan for development which provides not only for immediate development but also for whatever future development that can be foreseen today. This general scheme for development should serve as a guide for the location of future buildings, roads, etc. for the entire property.

The landscape architect will obtain the necessary data, elevations, measurements, etc., on which to base his studies, and will present to the board, studies, plans, specifications, details, reports and estimates, constituting a "program for development". These studies, plans, specifications, etc., are to be as complete as possible and adequate for submission to contractors for purposes of bidding on the various work outlined.

The landscape architect will prepare the following program:

1. Preliminary studies for development, showing alternate or various possible schemes. (These studies to be presented to the Board by July 10th, and subject to revision until a scheme is evolved which is satisfactory to the Board.)

2. Finished plan of arrangement. (To be presented to the Board by August 10th, if possible.)
3. Grading plans about existing buildings, and for areas where existing grades will be affected.
4. Profiles and sections on new roads or reconstructed roads.
5. Drainage plans where necessary. Extension of water-mains, location of street-washers, etc. for sprinkling purposes.
6. Plan showing positions of standards for campus illumination, conduits, etc.
7. General Planting Plan.
8. Detailed planting plan for existing buildings and such areas which require a larger scale drawing than the "General Planting Plan".
9. Planting lists to accompany all planting plans, giving botanical and common names of all plant material specified with sizes and quantities.
10. Specifications for roads, grading, planting, drainage, etc., to accompany working drawings.
11. Estimates of probable costs of the various items of proposed development, as outlined in the plans.
12. A report on the condition of the trees and recommendations for the preservation of their beauty and health.

The landscape architect agrees to obtain the necessary information and to prepare plans, specifications, etc., as outlined above and whatever further detailed plans that may be found necessary during a period of not more than two years from date, for the sum of sixteen hundred dollars, (\$1600.00), payable as follows:

\$200.00 in hand.
 \$500.00 on completion and acceptance of preliminary studies for arrangement.
 \$500.00 on completion of finished plan of arrangement.
 \$400.00 on completion of general and detailed planting plans, planting lists, profiles of roads, specifications and estimates.

THE BOARD OF TRUSTEES.

Louis Brandt
 per
 Robt. W. Hoffman

E. H. Ganz, Pres.
 F. E. Reynolds, Sec'y. pro tem.
 J. E. Collins

Louis Brandt

Moved by Collins and seconded by Reynolds that the contract submitted by Louis Brandt be accepted and that the President and Secretary of this Board be authorized to sign the same on behalf of the Board. Voting aye: Ganz, Collins, Reynolds. Nays, none. Motion declared carried.

Moved by Reynolds and seconded by Collins that Dr. Williams be authorized to arrange with the Auditor of State to set aside an additional sum of \$350.00 for brick to be used in Teachers' Training School Building, the same to be taken from the unincumbered balance of the appropriation for said building. Voting aye: Ganz, Collins, Reynolds. Nays, none. Motion declared carried.

Moved by Collins and seconded by Reynolds that Dr. Williams be authorized and directed to let contracts to exhaust balance of appropriation for Training School building. Voting aye: Ganz, Collins, Reynolds. Nays, none. Motion declared carried.

Dr. Williams presented for action of the Board the following nominations, to-wit:-

June 29, 1917

To the President and Members of the Board of Trustees

Gentlemen:-

I hereby nominate the following named persons to the position

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on the summer school staff at the salary set opposite the name of each. The salaries herein given are for the term of six weeks beginning June 25th and ending August 3rd:-

E. G. Walker	Dean	\$ 329.16
G. W. Beattie	Instructor	300.00
C. J. Biery	"	300.00
R. A. Cummins	"	300.00
W. L. Spencer	"	300.00
J. E. Talbot	"	285.00
W. F. Shaw	"	300.00
W. P. Holt	"	300.00
J. W. Zeller	"	300.00
Mary Chapin	"	225.00
Nancy J. Church	"	150.00
L. L. Winslow	"	285.00
August P. Gompf	"	200.00
J. R. Overman	"	300.00
E. G. Hesser	"	270.00
Ruth McConn	"	150.00
F. G. Beyermann	"	270.00
E. L. Moseley	"	300.00
Marie Simpson	Librarian	150.00
Rosa Wensinger	Asst. "	114.28
Effie Alexander	Critic & Pt. Time Inst.	175.00
Lucy Meacham	" " " " "	175.00
Ruby Minor	" " " " "	175.00
Margaret K. Roberts	" " " " "	175.00
Maude Cottingham	"	100.00
H. H. Helter	Instructor	300.00
D. H. Sellers	"	250.00
B. G. Grim	"	200.00
Nettie Fehm	"	150.00
J. H. R. Moore	"	250.00
Matilda Fenberg	"	200.00
W. P. Starkey	"	225.00
C. E. Rogers	"	240.00
Cora Purdy	"	100.00
Margaret Lehman	"	225.00
Dr. H. J. Powell	"	75.00
Hazel Rex	"	100.00
Ione Breese	"	181.25
Jane Boone	Critic & Pt. Time Inst.	181.25
Anna Macelwane	Asst. Librarian	50.00

Very truly yours,
H. B. Williams

To the President and Members of the Board of Trustees

Gentlemen:-

I hereby nominate Miss Laverne Ellsworth to the position of stenographer at \$60.00 per month effective June 9th. Miss Ellsworth has been certified by the Civil Service Commission and her nomination is in accordance with civil service regulations.

Very truly yours,

H. B. Williams

Moved by Reynolds and seconded by Collins that the nominations of Dr. Williams be confirmed and approved. Voting aye: Ganz, Collins, Reynolds. Nays, none. Motion declared carried.

Dr. Williams presented the specifications for 120 ecru shades and 5 black shades, submitted by The Lasalle & Koch Co. of Toledo, for use in the Teachers' Training School Building, and the bid of said Company to furnish and put same in place for \$220.00.

Moved by Collins and seconded by Reynolds that Dr. Williams be authorized to close a contract with The Lasalle & Koch Co. for the shades above specified at and for the sum of \$220.00; that said contract should be paid out of balance of fund designated "Training School Building G-2, 1916-17". Voting aye: Ganz, Collins, Reynolds. Nays, none. Motion declared carried.

Dr. Williams presented for action of the Board the following pay rolls, to-wit:-

H. B. Williams	President	1 mo.	\$ 158.41
G. W. Beattie	Instructor	1 mo.	100.00
C. J. Biery	"	1 mo.	100.00
R. A. Cummins	"	1 mo.	100.00
W. L. Spencer	"	1 mo.	100.00
J. E. Talbot	"	1 mo.	95.00
E. G. Walker	"	1 mo.	100.00
W. F. Shaw	"	1 mo.	100.00
W. P. Holt	"	1 mo.	100.00
J. W. Zeller	"	1 mo.	100.00
Mary Chapin	"	1 mo.	75.00
Nancy J. Church	"	1 mo.	50.00
L. L. Winslow	"	1 mo.	95.00

August P. Gompf	Instructor	$\frac{1}{2}$ mo.	\$ 66.66
J. R. Overman	"	"	100.00
E. G. Hesser	"	"	90.00
Ruth McConn	"	"	50.00
F. G. Beyermann	"	"	90.00
E. L. Moseley	"	"	100.00
Marie Simpson	Librarian	"	50.00
Rosa Wensinger	Asst. Librarian	"	38.09
Effie Alexander	Critic & Pt. Time Inst.	"	58.33
Lucy Meacham	" " " " "	"	58.33
Ruby Minor	" " " " "	"	58.33
Margaret K. Roberts	" " " " "	"	58.33
Maude Cottingham	" Teacher	"	33.33
H. H. Helter	Instructor	"	100.00
D. H. Sellers	"	"	83.33
B. G. Grim	"	"	66.66
Nettie Fehn	"	"	50.00
J. H. R. Moore	"	"	83.33
Matilda Fenberg	"	"	66.66
W. P. Starkey	"	"	75.00
C. E. Rogers	"	"	80.00
Cora Purdy	"	"	33.33
Margaret Lehman	"	"	75.00
Dr. H. J. Powell	"	"	25.00
Hazel Rex	"	"	33.33
Ione Breese	"	"	50.00
Jane Boone	Critic & Pt. Time Inst.	"	58.33
Anna Macelwane	Asst. Librarian	"	16.66
			<u>\$3021.44</u>

R. W. Treber	Supt. Bldgs. & Grds.	$\frac{1}{2}$ mo.	\$ 37.50
A. C. Albaugh	Custodian	"	30.00
John Meyers	Janitor	"	25.00
M. O. Campbell	Engineer	"	37.50
C. E. Whitacre	Asst. Engineer	"	37.50
Laverne Ellsworth	Stenographer	19 da. @ 2.31	43.89
Mrs. J. H. Wilkens	Cleaning	32 hrs. @ 25¢	8.00
Roy Graf	Farm Laborer	$\frac{1}{2}$ mo.	25.00
Ralph Heyman	" " (Emerg.)	10 da. @ 1.75	17.50
R. B. Simons	" " "	29 hrs. @ 20¢	5.80
Dale Treece	Stud. Asst. (Farm)	25 da. @ 2.00	50.00
Edward Stump	" " "	79 $\frac{1}{2}$ hrs. @ 12¢	9.57
Fred Nollner	" " "	15 hrs. @ 20¢	3.00
C. E. Roberts	" " "	50 hrs. @ 20¢	10.00
C. F. Moore	" " "	6 hrs. @ 20¢	1.20
J. E. Dick	" " "	8 $\frac{1}{2}$ hrs. @ 20¢	1.70
H. H. Williams	" " "	18 hrs. @ 20¢	3.60
P. Antoine	" " "	5 $\frac{1}{2}$ hrs. @ 20¢	1.10
R. F. Schooley	" " "	14 hrs. @ 20¢	2.80
Archie Campbell	" " "	6 da. @ 1.00	6.00
H. R. Troyer	" " "	10 hrs. @ 20¢	2.00
C. Raberding	" " "	10 hrs. @ 20¢	2.00
G. F. Guthrie	" " "	10 hrs. @ 20¢	2.00
E. L. Armstrong	" " "	10 hrs. @ 20¢	2.00
E. H. Evans	" " "	10 hrs. @ 20¢	2.00
N. J. Schimmoller	" " "	10 hrs. @ 20¢	2.00
Thos. Burke	" " "	10 hrs. @ 20¢	2.00
Anna Carpenter	" " (Registration)	16 $\frac{1}{2}$ hrs. @ 15¢	2.48
Esther Sullivan	" " "	16 $\frac{1}{2}$ " @ 15¢	2.48
Glenna Stafford	" " "	16 $\frac{1}{2}$ " @ 15¢	2.48
W. E. Roberts	" " "	16 " @ 15¢	2.40
C. H. Moses	" " "	16 " @ 15¢	2.40
Estella Feddersen	" " (Library)	18 $\frac{1}{2}$ " @ 15¢	2.74
Anna Macelwane	" " "	185 $\frac{1}{2}$ " @ 15¢	27.86
Elsie Meyer	" " "	28 " @ 15¢	4.20
			<u>\$417.70</u>

Extra Pay Roll (Acct. temporary transfer to position of Financial Secretary)

Marion Griffith	Financial Clerk	$\frac{1}{2}$ mo.	\$ 50.00
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Dr. Williams presented for action of the Board the following claims and expense accounts,

to-wit:-

1915-16 Appropriations

C-1

W. A. Cook, City	Groceries for Dom. Sci. Dept.	\$.71
Normal College Farm	Milk, etc. " " "	3.38
Maas Bros., City	Groceries " " "	7.49
Lehmann Bros., City	Meat " " "	2.70
English Bros., City	Groceries " " "	5.05
A. E. Hughes & Co., City	Ice Cream for Reception	12.00
A. E. Hughes & Co., City	Milk, etc. for Dom. Sci. Dept.	2.20

C-5

Lincoln & Dirlam, City	Surgical supplies	9.25
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C-7

A. E. Hughes & Co., City	Ice	6.40
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<u>D-3</u>	
Hopper Hardware Co., City	Paint, etc. \$ 11.10
Steinle Const. Co., Fremont	Plate glass 5.66
<u>E-1</u>	
McManus-Troup Co., Toledo	Letter files 30.66
Frank L. Osborne, Ann Arbor, Mich.	Directory 3.00
Hankey Lumber Co., City	Window screens, office 32.00
<u>E-8</u>	
Ohio State Reformatory, Mansfield	Chair & Stand for Math. 10.50
Crowell Publ. Co., Springfield, O.	Magazines for Eng. Dept. 2.25
Campbell Bros., City	Curry Comb & Pad .40
<u>F-9</u>	
Royce & Coon Grain Co., City	Grinding 1.57
Democrat Co., City	Ptg. Reg. Blanks & Com. Programs 10.00
Home Steam Laundry, City	Laundry for Dom. Sci. Dept. .63
O. J. Petty, City	Horse shoeing 1.00
The Sentinel-Tribune, City	Printing 4-page folders 12.00
<u>F-1</u>	
Campbell & Collier, City	Repairing toilet, Pres.'s Home .60
<u>F-6-Bd. of Trustees</u>	
J. E. Collins, Lima, O.	Expense account 13.10
<u>E-8(Continued)</u>	
E. G. Doane, City	Bobbins 3.72
Crane's Music Store, City	Victrola records 40.00
National Ass'n. of Audubon Societies, New York City	Field Glasses 18.00
Kauffman-Lattimer Co., Columbus	Water Still 12.00
H. R. T. Radcliffe Co., Toledo	Jap vases 10.00
<u>1916-17 Appropriations</u>	
<u>A-2</u>	
John F. Gallier, City	To lines, grades, etc. for tile 6.00
W. F. Baldwin, City	Labor - Tiling 51.00
Lawrence Kidd, City	" " 44.63
Thos. Pratt, City	" " 41.13
H. M. Henschin, City	" Horse & Mules 37.50
E. C. Patterson, City	Man and team 87.30
<u>A-3</u>	
Dr. F. A. Barker, City	Veterinary services 7.00
H. B. Williams, City	Adv. to Dr. Bagley for com. address 100.00
<u>C-3</u>	
A. E. Hughes & Co., City	Coal 224.71
<u>C-4</u>	
McManus-Troup Co., Toledo	Guides and folders 22.00
McManus-Troup Co., Toledo	Carbon paper & rubber bands 5.60
Remington Typewriter Co., Toledo	Paper 23.93
Wendt & Rausch Co., Toledo	Stencils 11.73
<u>C-8</u>	
Baldwin's Store, City	Needles .63
Bolles Drug Store, City	Ink 1.00
Clevenger's Store, City	Crinoline and pins 1.40
Dobson-Evans Co., Columbus, O.	Needles 2.16
Ohio State Reformatory, Mansfield	Library blanks 31.10
Roessler & Hasselacher Chem. Co., N.Y. City	Supplies for Ind. Arts 5.17
Ransom & Randolph Co., Toledo	Supplies for Red Cross class 17.19
The Prang Co., Chicago, Ill.	Dyes, brushes, etc. for Ind. Arts 5.72
Hankey Lumber Co., City	Lumber 46.32
Favor, Ruhl & Co., Chicago, Ill.	Water colors, etc. for Ind. Arts 13.00
Hopper Hardware Co., City	Wood Filler, etc. 30.72
A. E. Hughes & Co., City	Distilled water 1.00
Calvin Tomkins, New York City	Pottery Plaster 3.75
A. Froney & Co., City	Supplies for Red Cross Class 12.40
Sentinel-Tribune, City	Blotters and folders 5.95
<u>E-1</u>	
McManus-Troup Co., Toledo	Letter files 15.33
<u>E-8</u>	
Creamery Pkg. Mfg. Co., Toledo	Stirrer, milk scale, etc. 6.90
W. G. Nagel Electric Co., Toledo	Electric fan 26.00
Ginn & Co., Columbus	Book 1.14
Remington Typewriter Co., Toledo	Typewriters 150.00
Hopper Hardware Co., City	Files .50
Macmillan Co., Chicago	Books 36.69
Manual Arts Press, Peoria, Ill.	Books 1.20
Henry Holt & Co., New York City	Books 30.52
F. H. Prieur, City	Mower pole and shears 9.30
Harper & Bros., N.Y. City	Books 5.34
Houghton Mifflin Co., Chicago	Books 2.18
J. B. Lippincott Co., Philadelphia	Books 6.40
Ransom & Randolph Co., Toledo	Bandage scissors 9.00
W. B. Saunders Co., Philadelphia	Books 17.10
E. Tressing & Co., Chicago	Punches & Tubes 17.66
Charles Scribner's Sons, N.Y. City	Books 5.20

E-8-1916-17 Appropriations (Continued)

John Wiley & Sons, N.Y.City	Books	9.60
Bd.of Home Missions,Pres.Church,N.Y.City	Pamphlets	2.33
Am.School of Home Economics,Chicago	Books	3.00
Am.Book Co., Cincinnati, O.	Books	35.12
Am. Nat.Red Cross,Washington,D.C.	Chart & Instr.Outfit	6.90
C.A.Prosser, & Dunwoody Institute,Minneapolis	Book	.75

F-1

Campbell & Collier, City	Repairing spouting, and plumbing at Pres.' Home	6.40
Frank Darr, City	Repair of harness, etc.	2.95

F-3

City Water Co.,City	Water - 6/1 to 7/1	31.80
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F-4

Northwestern Ohio Nat.Gas Co.,City	Gas	6.65
Ohio Northern Public Service Co.,City	Light	21.74

F-6-Freight

T. & O.C.Ry.Co.,City	Freight	2.23
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F-6-Bd. of Trustees

E. H. Ganz, Fremont	Expense account	13.55
F. E. Reynolds, Wapakoneta	" "	4.00

F-8

A. E. Hughes & Co.,City	Coal	45.73
O. T. Corson, Columbus, O.	Ad. in Ohio Ed.Monthly	27.00

Moved by Collins and seconded by Reynolds that the pay rolls, claims, and expense accounts, as presented by Dr. Williams, be allowed and paid out of the funds respectively provided for payment of same, the fund designation to be made by Dr. Williams. Voting aye: Ganz, Collins, Reynolds. Nays, none. Motion declared carried.

Moved by Reynolds and seconded by Collins that the Board adjourn to meet at Columbus on Monday, July 3rd, 1917, for the purpose of conferring with the Auditor of State with respect to unexpended balances in Bowling Green Normal College funds. Voting aye: Ganz, Collins, Reynolds. Nays, none. Motion declared carried.

Meeting adjourned.

Attest: F. E. Reynolds Acting Secretary E. H. Ganz President

Columbus, Ohio, July 3, 1917

Minutes of meeting of Board of Trustees of Bowling Green State Normal College, held in Athletic Club Building, Columbus, Ohio, on Tuesday, July 3, 1917.

Members present: President E. H. Ganz, V. Pres. J. E. Collins, Treasurer J. D. McDonel, and F. E. Reynolds. Absent, Secretary J. E. Shatzel.

F. E. Reynolds selected Secretary pro tem.

Reading of minutes of previous meeting dispensed with.

Dr. Williams presented the following statements with respect to balances from 1915-16 appropriations, to wit:

BALANCES FROM 1915-16 APPROPRIATIONS NEEDED
FOR COMPLETING EXISTING CONTRACTS AND PAYING OUTSTANDING
ORDERS AT THE CLOSE OF BUSINESS ON JUNE 30, 1917

Supplies C-9, Balance	\$109.67
Prieur Hdwe. Co., Bowling Green	
Marley Riley, Thorntown, Ind.	
Royce & Coon Grain Co., Bo. Green	
Creamery Package Co., Toledo	
A. E. Avery, Bowling Green	
Plow Share85
Samples of corn	1.00
Millet & Alf. Seed	16.25
Cleaner, Paper, Cartons	15.45
Fertilizer	76.00
	109.55
Material D-3, Balance	53.55
Hopper Hdwe. Co., Bowling Green	
Hardware	8.45